

## The University of Manitoba, Faculty of Arts, Regular Session: 2016-17

### General Information

**Department:** History

**Course Title:** History of Archiving and Archival Records

**Course Number:** HIST: 7372

**Instructors:** Tom Nesmith **Office:** 321 St. Paul's College

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<http://umanitoba.ca/faculties/arts/departments/history/archives/index.html>

**Office Hours:** Wednesdays: 9:00 A.M. to 12:00 P.M. or by appointment.

### Course Information

**Objectives and Content:** This course is one of three full courses taken by Master's students in Archival Studies. The other two full courses are HIST. 7382, Archiving in the Digital Age, and a graduate-level history course. Archival Studies students also take a half course, HIST. 7390, Internship in Archival Studies, usually in the summer following the three full courses, and a further half course typically in the following fall term (2017) on specialized topics. Archival students also write a Master's thesis on an archival topic. Archival Studies students are preparing to enter the archival profession. This course (HIST. 7372) deals with two major interrelated concerns of archivists: i) the history of archiving and archival thought; and ii) the context of the creation and the characteristics of archival records. The course deals with a wide variety of international examples from ancient times to the present, but focuses on Canadian ones since the nineteenth century.

**Required Textbook(s):** There is no required textbook. The instructor will provide an extensive seminar reading list (and research bibliography) that draws on a wide variety of books and articles.

**Recommended Readings:** The reading list and bibliography mentioned above provide recommended as well as required readings. Students are advised to become student members of the Association of Canadian Archivists in order to receive the association's scholarly journal *Archivaria*.

**Tentative Outline and Topics to be Covered:** This course is organized around seminar discussions of the history of archives, archival thought, and of the context of the creation and the characteristics of archival records that enable archivists to create archives, or to appraise, arrange, describe, preserve, and provide access to the extensive bodies of documentation in various media that are the responsibility of modern archives. Topics of discussion include: the influence of social, political, and intellectual currents on the creation and development of archives, on archival concepts, and on what is recorded and how; the impact of archiving actions on records, their uses, knowledge, and society; varied concepts of documentary interpretation; the relationship between the administrative context in which institutional records have been created and managed and their information content; personal and family records; the relationship between communication technologies (and media) and information content; the relationship

between the functions of particular types of documents within these media and their information content; and the internal features of individual documents that provide direction to related information.

**Referencing Style Guide:** The style guide for *Archivaria* is used in this course. See “Archivaria Style Guide” at: <http://www.archivists.ca/content/advice-authors-submissions-archivaria>

## **Method of Evaluation**

**Test(s):** There are no tests.

**Assignments:** The written assignments in this course are: an essay of 12-15 double-spaced, typed pages in 12 point Times font, due in the last class of the fall term and worth 20% of the final grade; two written reports (3 double-spaced, typed pages each) on certain assigned seminar readings (worth 5% each); a ten-page draft of your thesis proposal due towards the end of the winter term (worth 10%); and a second-term essay of 25-30 double-spaced, typed pages in 12 point Times font (worth 30%) and due in the last class of that term. A written evaluation of work submitted to date will be given prior to the voluntary withdrawal date (17 March 2017). Uncollected term work will become the property of the Faculty of Arts and will be subject to confidential destruction.

**Class Participation:** It is worth 30% of the final grade.

**Final Examination:** There is no final examination.

**Late Assignments/Grade Appeals/Grade Scale:** One mark will be lost for each day the assignment is overdue. Students who wish to appeal a grade given for term work must do so within 10 working days after the grade for the term work has been made available to them. The grade scale for this course is as follows: A+ 85 and over; A 80-84; B+ 76-79; B 70-75; C+ 66-69; C 60-65; D 50-59; F less than 50.

**Academic Dishonesty:** University policy on academic integrity will be enforced. The University of Manitoba's policy on plagiarism, cheating, and impersonation is available in the Academic Calendar and Catalog, General Academic Regulations, “Academic Integrity” <http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx> and in the Faculty of Arts regulation at: [http://umanitoba.ca/faculties/arts/student/student\\_responsibilities.html](http://umanitoba.ca/faculties/arts/student/student_responsibilities.html)

The latter reads:

The common penalty in Arts for plagiarism on a written assignment is a grade of F on the paper and a final grade of F (DISC) (for disciplinary action) for the course. For the most serious acts of plagiarism, such as purchase of an essay and repeat violations, this penalty can also include suspension for a period of up to five (5) years from registration in courses taught in a particular department/program in Arts or from all courses taught in this Faculty. The Faculty also reserves the right to submit student work that is suspected of being plagiarized to Internet sites designed to detect plagiarism or to other experts for authentication.

The common penalty in Arts for academic dishonesty on a test or examination is F for the paper, F (DISC) for the course, and a one-year suspension from courses acceptable for credit in the Faculty. For more serious acts of academic dishonesty on a test or examination, such as repeat violations, this penalty can also include suspension for a period of up to five years from registration in courses taught in a particular department or program in Arts or from all courses taught in or accepted for credit by this Faculty.

### **Student Resources**

You have access to several important resources to help you navigate your classes and university life more generally. There are writing tutors available to help you with your essays through the Academic Learning Centre (ALC): <http://umanitoba.ca/student/academiclearning/>. The ALC page also has resources to help you with study skills, organization, as well as assistance for students using English as an Additional Language (EAL). Other issues, including accessibility services, workshops, and tips about academic integrity are addressed at the Student Advocacy Services webpage ([http://umanitoba.ca/student/resource/student\\_advocacy/](http://umanitoba.ca/student/resource/student_advocacy/)).

All of the above services can also be accessed under the heading of Student Resources on the Student Affairs website: <http://umanitoba.ca/student/studentlife/index.html>.

History students can also take advantage of the huge range of academic materials (including primary and secondary sources, as well as pages to help with writing and referencing) made available by the History subject librarian, Kyle Feenstra, tailored just for you! They are available on the Libraries page at this link: <http://libguides.lib.umanitoba.ca/history>. Students who need research assistance can also schedule an appointment with a librarian through the website.